



## **BUSHFIRE PREPAREDNESS POLICY**

### **BLACKBURN LAKE PRIMARY SCHOOL**

**12 - 14 Florence Street Blackburn 3130**

#### **RATIONALE**

Blackburn Lake Primary School, as an identified school on the BARR register, is committed to ensuring student safety in the event of a bushfire.

#### **AIMS**

To ensure the safety of all students and staff in a bushfire emergency. Blackburn Lake Primary School will:

- Comply with DET requirements of a school on the BARR Register (Bushfire at Risk Register)
- Provide updated information to parents via Compass news feeds
- Ensure necessary checks and procedures are followed as outlined in the BLPS Emergency Management Plan
- Ensure all staff are clear of their responsibility in the case of a bushfire emergency
- Ensure all Casual Relief Teachers (CRT's) are directed to the appropriate CRT folders for information regarding emergency procedures

#### **IMPLEMENTATION**

- BLPS will have a current Emergency Management Plan that reflects our school's bushfire status and details all our emergency procedures
- Gutters will be cleaned at the beginning of each fire season
- The school will regularly manage materials that may easily be ignited around buildings and facilities
- Our school will comply with appropriate fire regulations for building, facilities and grounds
- Any flammable materials will be stored appropriately and clearly labeled
- Evacuation/Fire drills will be conducted in accordance with our annual schedule (at least once per term)
- The school will make use of the DET Landscaping for Bushfire Prone Areas guidelines when considering new works
- The school will maintain notices of bushfire evacuation procedures and contact numbers as part of our Emergency Management Plan
- The Emergency Management plan will be located at the school office and distributed to every grade level
- Bushfire information will be included in our parent information booklet and as part of the staff induction process
- Parents will receive formal information as to "What to do on a Code Red Day" via our school's website, newsletter and Compass

- Parents are also advised to make sure the school has their current contact details including mobile phone number
- Off-site activities: The safety of students and staff is paramount and off-site activities may be canceled, postponed or relocated if faced with the threat of bushfire. Off-site activities include any activity undertaken by staff and children away from their normal school activity. This could include:
  - o Camps
  - o Excursions
  - o Sporting activities
  - o Training or conferences for staff

**Blackburn Lake Primary School is on the DET’s Bushfire at Risk Register. Therefore ON CODE**

**RED DAYS:**

- Blackburn Lake Primary School will be closed on days that are determined by fire authorities to be Code Red
- Where possible, we will provide parents with prior notice of a planned closure following the issue of a Code Red warning
- Families will be contacted directly to advise on planned closures and will confirm the decision to close by 12 noon the day before the planned closure
- Once confirmed the decision to close will not change, regardless of improvements in the weather forecast
- No staff or students will be on site on days when the school is closed
- Before and After School Care will be canceled

**COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

**EVALUATION**

This policy will be reviewed in line with our policy review cycle.

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2017
Consultation	Staff School Council

Approved by	Principal David Dowson
Next scheduled review date	October 2026